

## DIVISION OVERVIEW

The Fleet Maintenance Division procures and maintains effective, safe, reliable vehicles and equipment for user groups. This comprises support to over 400 pieces of city-owned vehicles and equipment. Vehicles include items such as cars, trucks, and police cruisers. Equipment includes items such as lawn mowers, chainsaws, standby generators, and pumps. The division is responsible for ensuring that there is a sufficient number and type of vehicles and equipment within the fleet to maintain the City's daily operations.

The division also services two other jurisdictions: Mifflin Township (approximately 10 pieces of equipment) and the Village of Minerva Park Police Department (4 police cruisers and 1 medic). Occasional emergency repairs are completed for Jefferson Township.

### ***Vehicle Purchasing***

The Fleet Superintendent provides purchasing and technical assistance for all of its user groups. Each department is consulted annually to review their changing needs, equipment replacement criteria, and projected equipment use.

### ***Preventative Maintenance***

The Faster database is used to catalog services such as preventative maintenance (oil changes, inspections, etc) along with emergency repairs (equipment failure, flat tire, accidents, etc). It also creates work orders, tracks maintenance history, documents fuel use, and determines the lifecycle/replacement timeline of vehicles and equipment.

### ***Cost Management***

The Fleet Maintenance Division works to keep the cost of maintaining the fleet as low as possible for Gahanna's taxpayers. This means working with state contracts, regional partnerships and governmental alliances, developing positive relationships with vendors, overseeing fuel, original equipment manufacturers, and aftermarket parts purchasing. The division is also responsible for obtaining licenses, securing insurance on necessary units, handling manufacturer recalls, warranty repairs and arbitration, accident damage claims processing, and in sourcing of repairs. An Equipment Life Cost (ELC) analysis is completed prior to initiating major repairs thereby assuring that cost effective repairs are performed.

### ***Disposal***

A ranking system is applied to all vehicles and equipment in order to identify units that are either near or have reached their cost effective life span. When it is determined that a unit should be retired from Gahanna's fleet, it is then sold through an online auction site. Specialty vehicles that may be of interest to other municipalities and police departments are sold on a specific site that is only open to authorized purchasers.





## HOW DOES THE DIVISION HELP THE TAXPAYER?

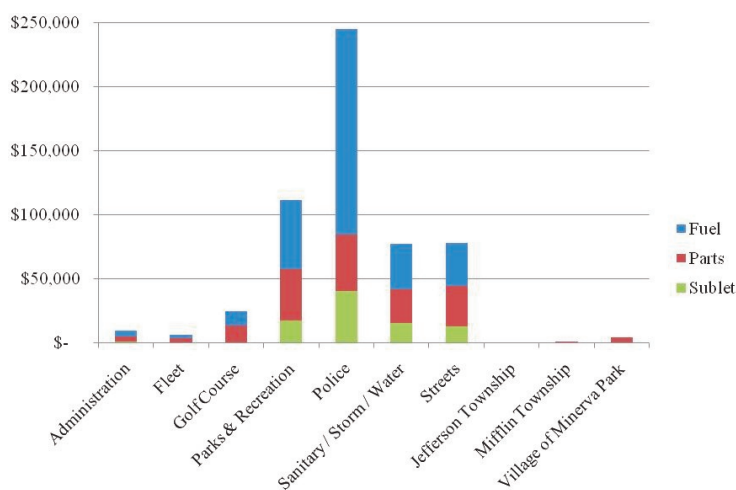
Preventative maintenance, including regular oil and filter changes, can preserve vehicles much longer. Monitoring Gahanna's fleet for preventative maintenance can save thousands of taxpayer dollars by avoiding unnecessary repairs. Not only is it a major cost control to have fleet personnel track preventative maintenance needs, but keeping police and safety vehicles in good working order ensures that no time is lost during response to emergencies.

Downtime avoidance and vehicle availability are two factors that can provide the best service to the departments served and to the taxpayer. Determining the most cost efficient equipment will ensure reliable service to Gahanna residents. The division works closely with each department to annually review their changing needs, equipment replacement criteria, and projected equipment use.

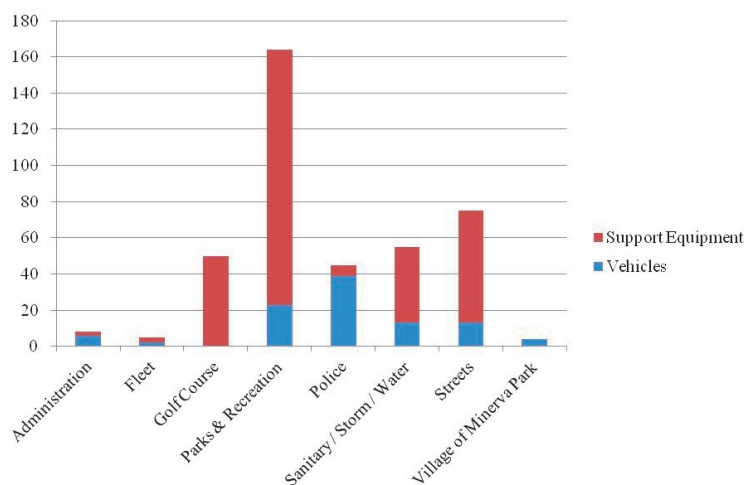


### EXPENSE AND MAINTENANCE

## 2012 EXPENSES PER DEPARTMENT



## 2012 UNITS MAINTAINED PER DEPARTMENT



*The purpose of the Fleet Maintenance Division is to procure and maintain effective, safe, reliable equipment for user groups at the lowest cost possible.*

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